

UNNUMBERED LETTERS ISSUED FOR THE NOVEMBER OF 2010

Dated	Subject	Distribution
11/01/10	Change of Credit Reporting Provider Single Family Housing Direct Loan Division	S/D
11/04/10	Rural Community Development Initiative Grant Program	S/D
11/04/10	Fiscal Year 2010 Freedom of Information Act Annual Report Action required by November 9, 2010	S/D
11/10/10	Transition of the GovTrip Travel System During Implementation of the Financial Management Modernization Initiative	S/D
11/15/10	Business and Industry Guaranteed Loan Program Leveraging of Funds	S/D
11/16/10	Interest Rate Change for Housing Programs and Credit Sales (Nonprogram)	S/D, RDM & A/D
11/22/10	Rural Energy for America Program July 30, 2010, Reserve Requests	S/D
11/22/10	Administrative Correction for Section 502 Direct Loans Bearing an Interest Rate Lower than the Authorized Interest Rate	S/D
11/23/10	Rural Energy for America Program July 16, 2010, Reserve Requests	S/D
11/23/10	Rural Energy for America Program Final Reserve Requests	S/D
11/23/10	Rural Energy for America Program Energy Audit and Renewable Energy Development Assistance Award	S/D
11/23/10	Rural Energy for America Program Grant \$20,000 or less, Reserve Requests	S/D
11/24/10	Procedures for Processing Freedom of Information Act Requests Action required by December 15, 2010	S/D
11/29/10	Holiday Decorations and Building Permits	N.O.O., Washington DC, Only

11/29/10	Processing Section 502 Direct Loans Submitted Through USDA's eForms Site	S/D

November 1, 2010

TO: State Directors
Rural Development

ATTN: Rural Housing Program Directors

FROM: Chad Parker (*Signed by Chad Parker*)
Acting Deputy Administrator
Single Family Housing

SUBJECT: Change of Credit Reporting Provider
Single Family Housing Direct Loan Division

The national contract for credit reporting services with MDA Lending Solutions, Inc. for Single Family Housing Direct loans has been extended through November 12, 2010. Our new credit report provider will be CBCInnovis, Inc. of Pittsburgh, Pennsylvania. We have worked with CBCInnovis in the past and look forward to a good working relationship in the future.

In addition to the change in vendors, the new credit reporting services contract also brings a change in the price of a Residential Mortgage Credit Report (RMCR). **As of November 15, there will be one price for both single and joint RMCRs of \$32, which shall be paid by the applicant.** A joint report is appropriate for applicants regardless of marital status who apply jointly and share the same primary residence address.

Infile credit reports should only be ordered if the potential applicant has not submitted a formal application. Per HB-1-3550, Chapter 3, Paragraph 3.3, Loan Originators (LOs) are reminded that the prequalification process, to include ordering an infile report, does not apply if a completed application is received as we cannot make a formal decision using infile reports and

EXPIRATION DATE:
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FILING INSTRUCTIONS:
Housing Programs

ordering an infile will be reflected on the applicant's credit report which may impact the person's credit score. LOs are also reminded that a signed Form RD 3550-1, *Authorization to Release Information*, must be received from each applicant before ordering an infile credit report.

Once we have a complete application, the LO should proceed to application review/processing and order an RMCR as appropriate based on available funding.

The St. Louis Mortgage Loan Technologies Staff is implementing steps to make the transition from MDA to CBCInnovis in our loan-making and servicing systems. We are approaching the final stages of the transition and have determined it necessary to temporarily interrupt ordering reports to complete the system switch and testing to ensure that credit reports will be properly requested and received.

RMCR reports may be ordered through November 5, 2010. Infile reports may be ordered through November 12, 2010. At close of business (Eastern Time) on those dates, the ability to order reports will be closed until we are able to begin ordering reports from the new vendor, CBCInnovis. Also during the transition, the following apply:

- If you ordered an RMCR or an Infile from MDA but you have not received a reply before November 15, you will have to re-order the appropriate report from CBCInnovis.
- If you have collected a fee, do not attempt to collect the new fee from the applicant.

We have made available for you in Share Point the following documentation from CBCInnovis to aid in reading and understanding the credit reports you will receive:

- How to Read a Credit Report
- Identity Verification Tool - Credit

Please continue current procedure and contact the Rural Development Service Desk (800-457-3642, option 2, option 2 again, then follow prompts) with any questions you may have regarding credit reports. Do not contact the vendor directly. Teresa Sumpter (202-720-1485 or Teresa.Sumpter@wdc.usda.gov) is the COR for this contract and may be contacted with questions regarding contract related issues. For other questions or concerns, please contact the Single Family Housing Direct Loan Division at 202-720-1474. We apologize for any inconvenience this may cause, and appreciate your patience during this transition period.

November 4, 2010

SUBJECT: Rural Community Development Initiative Grant Program

TO: State Directors
Rural Development

ATTN: Community Programs Directors

FROM: Tammye Treviño (*Signed by Tammye Trevino*)
Administrator
Housing and Community Facilities Programs

The purpose of this unnumbered letter is to provide guidance and information to State Office staff on processing applications for the Rural Community Development Initiative (RCDI) grant program for Fiscal Year 2010.

Applications for the RCDI program will be submitted directly to the appropriate State Office for processing. It is important that staff work with applicants in developing their applications to ensure they comply with the requirements of the Notice of Funds Availability (NOFA) published in the Federal Register, dated September 23, 2010. Applications will not be considered after the application deadline, 4:00 PM local time on December 22, 2010. Please note, contact with the applicant regarding their proposal after the application deadline is prohibited.

Once the application period ends, please forward a list of all applications received, including intermediary name, amount of grant request, and number of recipients to Susan Woolard at susan.woolard@wdc.usda.gov.

As this program was chosen for monitoring under the Faith Based and Neighborhood Partners initiative (FBNP), please remember to report applications received to your state FBNP coordinator.

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Community/Business Programs

Changes for Fiscal Year 2010 include:

- Recipients without RD Form 400-4 will be ineligible and not counted for income or population points and are not eligible to receive assistance.
- State Director Points. State Directors are allowed 20 points each. Points may be divided between several applications but they may not add up to more than 20 points.
- Additional categories have been added to “Average Recipient Median Income”. New scores are:
 - Less than 60 percent of state or national MHI - 30 points
 - From 60 to 70 percent - 20 points
 - From 71 to 80 percent - 10 points
 - Incomes between 70 percent and 71 percent will be rounded to 71 percent for scoring purposes
 - In excess of 80 percent - 0 points
- “Local Investment Points”. Up to 20 additional points will be given to Intermediaries headquartered in rural areas and making investments in local communities. Intermediaries must provide a copy of the FactFinder page for their physical location and their budget must show local investment (rental of office space, etc.) to receive these points. Scoring will be made on location and investment separately with each criterion eligible for 10 points.
- “Great Regions”. An additional 20 points may be awarded to projects that fit the requirements outlined in the NOFA. The Intermediary must provide documentation/narrative for these points.

The latest version of the Docket Preparation Guide, Application Review Guide, Evaluation Score Sheet, RCDI Recipient Eligibility & Population-Income Scoring Template, LAPAS Project Announcement, Ineligible Applicant Notification and NOFA are available on the Community Facility SharePoint site.

If you have technical questions on any of the forms, please contact Dan Spieldenner at dan.spieldenner@wdc.usda.gov or (202) 720-9700.

Send all applications deemed eligible to the National Office no later than January 22, 2011, for panel review and final scoring. Please forward the entire application file to minimize any potential delays due to a lack of complete documentation. All files should be sent by Federal Express or Express Mail to:

Susan Woolard
USDA Rural Development
Stop 0787, Room 0183
1400 Independence Ave., SW
Washington, DC 20250

Copies of any forms or information you may need for reference during the review period should be kept in your office. In addition to the application file, the completed electronic Evaluation and Score Sheet and a draft Legislative and Public Affairs Staff (LAPAS) Project Announcement for each project must be forwarded to Susan Woolard at susan.woolard@wdc.usda.gov no later than January 22, 2011. Please do not send scanned copies

Incomplete or ineligible applications will be returned by the State Office.

Once awards are announced, the State Office will notify all applicants, in writing of the results, work with grantees to complete the required paperwork, and administer the grant in accordance with the NOFA, Docket Preparation Guide and Grant Agreement. It will not be necessary to submit the first reimbursement request and financial/performance reports to the National Office, nor is it necessary to submit copies of the quarterly reports.

If you have any questions or need additional information, please contact Susan Woolard at (202) 720-1506.

November 4, 2010

SUBJECT: Fiscal Year 2010 Freedom of Information Act Annual Report
Action Required by November 9, 2010

TO: State Directors

ATTN: Administrative Program Directors
Freedom of Information Act Coordinators

FROM: Clyde Thompson /s/ **Linda Burek** for
Deputy Administrator
Operations and Management

Every year the State Office Freedom of Information Act (FOIA) Coordinators are required to submit a consolidated FOIA report to the Rural Development FOIA Officer (see attachment). The period the report covers is from October 1, 2009, to September 30, 2010. The report is due to Sara Sullivan, FOIA Officer, by close of business Tuesday, November 9, 2010. Enter zero for all negative items.

Please contact Sara Sullivan on (202) 692-0224 with any questions. Send e-mail responses to Ms. Sullivan at sara.sullivan@wdc.usda.gov.

Attachment

EXPIRATION DATE:
December 31, 2010

FILING INSTRUCTIONS:
Administrative/Other Programs

Sent by electronic mail on 11/5/2010, at 12:30 pm by the Support Services Division. State Directors should notify other personnel as appropriate.

2010 Annual FOIA Report

USDA/Rural Development

IV. EXEMPTION 3 STATUTES

Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon

V. FOIA REQUESTS

A. Received, Processed, and Pending FOIA Requests

Number of Requests Pending as of Start of Fiscal Year	Number of Requests Received in Fiscal Year	Number of Requests Processed in Fiscal Year	Number of Requests Pending as of End of Fiscal Year

B. (1) Disposition of FOIA Requests – All Processed Requests

[illegible]**TOTAL:**

B (2) Disposition of FOIA Requests – “Other” Reasons for Full Denials

Description of “Other” Reasons for Denials from Chart B (1) & Number of Times Those Reasons Were Relied upon	TOTAL

B. (3) Disposition of FOIA Requests – Number of Times Exemptions Applied

[illegible]

VI. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS

A. Received, Processed, and Pending Administrative Appeals

Appeals Pending as of Start of Fiscal Year	Number of Appeals Received in Fiscal Year	Number of Appeals Processed in Fiscal Year	Number of Appeals Pending as of End of Fiscal Year

B. Disposition of Administrative Appeals – All Processed Appeals

Number Affirmed on Appeal	Number Partially Affirmed & Partially Reversed/Remanded on Appeal	Number Completely Reversed/Remanded on Appeal	Number of Appeals Closed for Other Reasons	TOTAL

C. (1) Reasons for Denial on Appeal – Number of Times Exemptions Applied

Ex. 1	Ex. 2	Ex. 3	Ex. 4	Ex. 5	Ex. 6	Ex. 7(A)	Ex. 7(B)	Ex. 7(C)	Ex. 7(D)	Ex. 7(E)	Ex. 7(F)	Ex. 8	Ex. 9

C. (2) Reasons for Denial on Appeal – Reasons Other than Exemptions

No Records	Records Referred at Initial Request Level	Request Withdrawn	Fee-Related Reason	Records not Reasonably Described	Improper Request for Other Reasons	Not Agency Record	Duplicate Request or Appeal	Request in Litigation

C. (3) Reasons for denial on Appeal – “Other” Reasons from Section VI, C(2) Chart

Description of “Other” Reasons for Denial on Appeal from Chart C (2) & Number of Times Those Reasons Were Relied upon	TOTAL

C. (4) Response time for Administrative Appeals

*Median Number of Days	#Average Number of Days	Lowest Number of Days	Highest Number of Days
	<div style="border: 1px solid black; width: 50px; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 80px; height: 20px; margin-left: 100px;"></div>		

C. (5) Ten Oldest Pending Administrative Appeals

	10 th Oldest	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	Oldest
Date										
Number of Days Pending										

VII. FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS

A. Processed Requests – Response Time for All Perfected Requests

SIMPLE				COMPLEX				EXPEDITED PROC		
*Median Number of Days	#Average Number of Days	Lowest Number of Days	Highest Number of Days	*Median Number of Days	#Average Number of Days	Lowest Number of Days	Highest Number of Days	*Median Number of Days	#Average Number of Days	Lowest Number of Days
	<div style="border: 1px solid black; width: 50px; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 80px; height: 20px; margin-left: 100px;"></div>				<div style="border: 1px solid black; width: 50px; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 80px; height: 20px; margin-left: 100px;"></div>				<div style="border: 1px solid black; width: 50px; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 80px; height: 20px; margin-left: 100px;"></div>	

B. Processed Requests – Response Time for Perfected Requests in Which Information Was Granted

SIMPLE				COMPLEX				EXPEDITED PROC		
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[illegible]

C. Processed Requests – Response Time in Day Increments

Simple Requests

[illegible]

Complex Requests

[illegible]

Requests Granted Expedited Service

[illegible]

D. Pending Requests – All Perfected Requests

SIMPLE				COMPLEX				EXPEDITED PROCEDURE		
*Median Number of Days	#Average Number of Days	Lowest Number of Days	Highest Number of Days	*Median Number of Days	#Average Number of Days	Lowest Number of Days	Highest Number of Days	*Median Number of Days	#Average Number of Days	Lowest Number of Days
	<div style="text-align: center;">/</div>				<div style="text-align: center;">/</div>				<div style="text-align: center;">/</div>	

E. Pending requests – Ten Oldest Pending Perfected Requests

	10 th Oldest	9th	8th	7 th	6 th	5 th	4 th	3 rd	2 nd	Oldest
Date										
Number of Days Pending										

**VIII. REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE
WAIVER****A. Requests for Expedited Processing**

Number Granted	Number Denied	*Median Number of Days to Adjudicate	#Average Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days

B. Requests for Fee Waiver

Number Granted	Number Denied	*Median Number of Days to Adjudicate	#Average Number of Days to Adjudicate

IX. FOIA PERSONNEL AND COSTS

PERSONNEL			COSTS		
Number of “Full-Time FOIA Employees”	Number of “Equivalent Full-Time FOIA Employees”	Total Number of “Full-Time FOIA Staff” (The sum of Columns 1 & 2)	Processing Costs (At initial request and appeal levels)	Litigation- Related Costs	Total Costs

X. FEES COLLECTED FOR PROCESSING

Total Amount of Fees Collected	Percentage of Total Costs

XI – Nothing Here

XII. BACKLOGS, CONSULTATIONS, AND COMPARISONS**A. Backlogs of FOIA Requests and Administrative Appeals**

Number of Backlogged Requests as of End of Fiscal Year	Number of Backlogged Appeals as of End of Fiscal Year

B. Consultations on FOIA Requests – Received, Processed, and Pending Consultations

Number of Consultations Received from Other Agencies that Were <u>Pending</u> at Your Agency as of Start of the Fiscal Year	Number of Consultations <u>Received</u> from Other Agencies During the Fiscal Year	Number of Consultations Received from Other Agencies that Were <u>Processed</u> by Your Agency During the Fiscal Year	Number of Consultations Received from Other Agencies that Were <u>Pending</u> at Your Agency as of End of the Fiscal Year
0	0	0	0

C. Consultations on FOIA Requests – Ten Oldest Consultations Received from Other Agencies

	10 th Oldest	9th	8th	7 th	6 th	5 th	4 th	3 rd	2 nd	Oldest
Date										
Number of Days Pending	0	0	0	0	0	0	0	0	0	0

D. Comparison of Number of Requests from Previous and Current Annual Report – Requests Received, Processed, and Backlogged

NUMBER OF REQUESTS <u>RECEIVED</u>		NUMBER OF REQUESTS <u>PROCESSED</u>	
Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report

Number of Backlogged Requests as of End of the Fiscal Year from Previous Annual Report	Number of Backlogged Requests as of End of the Fiscal Year from Current Annual Report

**E. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report
– Appeals Received, Processed, and
Backlogged**

NUMBER OF APPEALS <u>RECEIVED</u>		NUMBER OF APPEALS <u>PROCESSED</u>	
Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report

Number of Backlogged Appeals as of End of the Fiscal Year from Previous Annual Report	Number of Backlogged Appeals as of End of the Fiscal Year from Current Annual Report

F. Discussion of Other FOIA Activities (Optional)

* = provide an electronic spreadsheet with the relevant numbers entered and the median calculated electronically

= provide the average in the top portion of the box and calculate the weighted average in the bottom portion of the box. Refer to DOJ guidance for calculating the weighted average.

November 10, 2010

SUBJECT: Transition of the GovTrip Travel System During Implementation of the
Financial Management Modernization Initiative

TO: National Office Officials
State Directors

ATTN: Administrative Program Directors

FROM: Clyde Thompson /s/**Linda Burek** for
Deputy Administrator
Operations and Management

The purpose of this unnumbered letter is to provide information about the procedures to follow in the GovTrip travel system during the transition to the Financial Management Modernization Initiative (FMMI) system. The Office of the Chief Financial Officer has stated that FMMI will replace the current Foundation Financial Information System. The transition to FMMI for Rural Development is scheduled to be completed on December 1, 2010, and the GovTrip travel system will not be available during the transition.

The following special procedures will apply during the period of transition to FMMI:

- Travel authorizations and vouchers created in the GovTrip travel system that will not be used must be deleted or cancelled prior to November 18, 2010.
- Approved vouchers for travel, which will end on or before November 18, 2010, must be created, signed, and approved in the GovTrip travel system by 5:00 p.m., EST, on Friday, November 19, 2010. Any vouchers which are not completed and approved will not begin to be processed for payment by the National Finance Center until Accounting Period Two.
- The GovTrip system will be unavailable for use beginning 5:00 p.m., EST, Friday, November 19, 2010, through Tuesday, November 30, 2010, 11:59 p.m., EST.

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March 31, 2011

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Administrative/Other Programs

- All travel authorizations for travel scheduled to occur between November 19 and December 10, 2010, should be ticketed before November 19, 2010.
- On Wednesday, December 1, 2010, 12:01 a.m., EST, the GovTrip travel system will be available to Rural Development for processing travel documents. These transactions will be staged and sent to FMMI for payment in Accounting Period Three. All reviewing and approving officials should check the GovTrip travel system for documents needing approval during this time.
- All travel reservations required during the transition period should be made by calling the Travel Management Contractor Rodgers Travel at 1-877-655-1047. These reservations are to be treated as emergency travel. Employees should expect to be asked several questions on the need for this travel and may be contacted by a Departmental travel representative to confirm the emergency travel.
- It is the responsibility of the employee to ensure that a post trip travel authorization is created in the GovTrip travel system for trips taken during the transition period.
- Employees are reminded that they are responsible for payment of any outstanding Government travel charge card account balance.

If you have any questions, please contact one of the Travel Unit (TU) staff: Julie Railey, (202) 692-0227, or Lisa Washington, (202) 692-0030. You may also e-mail the TU at ssd.travel@wdc.usda.gov.

Sent by electronic mail on November 12, 2010, at 9:45 a.m. by the Support Services Division. National Office Officials and State Directors should distribute to other personnel as appropriate.

November 15, 2010

TO: State Directors, Rural Development

SUBJECT: Business and Industry Guaranteed Loan Program
Leveraging of Funds

ATTN: Business Programs Directors

Due to the limited program funds that will be available for Fiscal Year 2011, it is advisable to maximize the use of available authority to the extent possible. To achieve this objective, strong consideration should be given to leveraging Business and Industry (B&I) guaranteed loans with funds coming in from other sources, such as other government guarantees (Small Business Administration, Department of Commerce, etc.), grants (State, local or Community Development Block Grants), unguaranteed conventional loans, or non-bank loan programs. In these circumstances a parity or junior lien position is acceptable to secure the B&I guaranteed loan as long as there is sufficient collateral coverage after discounting. B&I loans may also be secured by separate collateral or "carve-out" of collateral.

As a reminder, RD Instruction 4279-B, section 4279.114(p), states that the Agency may guarantee a loan for a project which involves tax-exempt financing only when the guaranteed loan funds are used to finance a part of the project that is separate and distinct from the part which is financed by the tax-exempt obligation, and the guaranteed loan has at least a parity security position with the tax-exempt obligation.

Additionally, while there is no explicit regulatory provisions prohibiting the refinancing of B&I guaranteed loans made in previous fiscal years, you should scrutinize all requests that include debt refinancing as a use of guaranteed loan proceeds and keep in mind that debt refinancing is only eligible when it is determined that the project is viable and refinancing is necessary to improve cash flow and create new or save existing jobs. As program funds will be scarce, you should ensure that any refinancing included as a use of loan funds is critical to the project.

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September 30, 2011

FILING INSTRUCTIONS:
Community/Business Programs

Transfers and assumptions could also be utilized to conserve B&I loan funds. Transfers and assumptions to new borrowers can be made at different rates and terms in accordance with RD Instruction 4287-B, section 4287.134, and keep in mind that there is no guarantee fee associated with a transfer and assumption like there would be for a new loan to a new borrower. In any transfer and assumption, it is important to ensure that the entire balance of the loan is transferred and assumed and any additional new loan amount is properly obligated.

When the existing B&I guaranteed loan is with a different lender, a substitution of lender would have to be executed, in accordance with RD Instruction 4287-B, section 4287.135, before a transfer and assumption could be completed.

We strongly encourage you to make your best effort to leverage guaranteed loan funds whenever possible and prioritize the use of B&I loan funds to projects with higher impacts on jobs and economic benefits. If you have any questions, please contact the B&I Division at (202) 690-4103.

(Signed by Judith A. Canales)

JUDITH A. CANALES
Administrator
Business and Cooperative Programs

November 16, 2010

SUBJECT: Interest Rate Changes for Housing Programs
and Credit Sales (Nonprogram)

TO: Rural Development State Directors,
Rural Development Managers,
and Area Directors

ATTN: Rural Housing Program Directors

The following interest rates, effective December 1, 2010, are changed as follows:

<u>Loan Type</u>	<u>Existing Rate</u>	<u>New Rate</u>
ALL LOAN TYPES		
Treasury Judgement Rate	0.250%	0.230%

The new rate shown above is as of the week ending October 29, 2010. The actual judgement rate that will be used will be the rate for the calendar week preceding the date the defendant becomes liable for interest. This rate may be found by going to the Federal Reserve website for the weekly average 1-year Constant Maturity Treasury Yield

(http://www.federalreserve.gov/releases/h15/data/Weekly_Friday_H15_TCMNOM_Y1.txt).

RURAL HOUSING LOANS

Rural Housing (RH) 502		
Very-Low or Low	4.000	4.000

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Administrative/Other Programs

Single Family Housing (SFH) Nonprogram	4.500	4.500
Rural Housing Site (RH-524), Non-Self-Help	4.000	4.000
Rural Rental Housing and Rural Cooperative Housing	4.000	4.000

Please notify appropriate personnel of these rates.

(Signed by Tammye Trevino)

TAMMYE TREVINO
Administrator
Housing and Community Facilities Programs

Sent by electronic mail on 11/16/10 at 11:00 am by PAD.
State Directors should advise other personnel as appropriate.

November 22, 2010

TO: State Directors, Rural Development

ATTN: Business Programs Directors
State Energy Coordinators

SUBJECT: Rural Energy for America Program
July 30, 2010, Reserve Requests

The Rural Energy for America Program, fiscal year 2010, funding selections for the July 30, 2010, reserve requests submitted to the National Office are attached for your information.

Please notify the applicants and lenders of their selections. Process the applications in accordance with RD Instructions 4280-B, section 4280.116 and 4280.143 as applicable, which outline the obligation and processing requirements for grants and guaranteed loans, respectively.

For combination guaranteed loan and grant requests, a condition shall be included in the appropriate documents that make the disbursement of grant funds contingent upon closing the guaranteed loan and issuance of the Loan Note Guarantee.

If you have any questions, please contact Kelley Oehler, Branch Chief, Energy Division, at (202) 720-6819.

(Signed by Pandor H. Hadjy)

PANDOR H. HADJY
Deputy Administrator
Business Programs

Attachment

EXPIRATION DATE:
October 31, 2011

FILING INSTRUCTIONS
Community/Business Programs

Attachment

State	Project	Grant Request	Loan Request
AL	Forkland Springs Farms, LLC	\$27,641	
AL	Thomas Kinney Farms	\$29,323	
GA	Bright Woods Farms	\$20,000	
GA	Chris Nguyen	\$14,447	
GA	McWoods Farm	\$20,000	
GA	Plantation Creation, LLC	\$82,161	
GA	Sandra Fauts	\$37,178	
GA	School Energy Consultants, LLC	\$44,909	
HI	Lalamilo Farm Partners, LP	\$169,500	
HI	O Guest Ranch Maui, LLC	\$70,060	
IA	503 Walker, LLC	\$29,750	
IA	Ag Land Energy 2, LLC	\$500,000	\$2,050,000
IA	Ag Land Energy 3, LLC	\$500,000	\$2,050,000
IA	Ag Land Energy 4, LLC	\$500,000	\$2,050,000
IA	Ag Land Energy 5, LLC	\$500,000	\$2,050,000
IA	Ag Land Energy 6, LLC	\$500,000	\$2,050,000
IA	Ag Land Energy 7, LLC	\$500,000	\$2,050,000
IA	Alan DeBerg	\$36,771	
IA	Alan Dudley	\$15,884	
IA	B&K Farm Corporation	\$38,779	
IA	Berns, Inc.	\$50,000	
IA	BFH Corporation	\$49,953	\$49,953
IA	Bradley Miller	\$28,602	\$28,602
IA	Brian Vande Hoef	\$36,939	
IA	Bruce Bellamy	\$38,987	
IA	Bruce E. Youngblood	\$28,875	\$57,750
IA	Bruce J. Johnson	\$39,558	
IA	Buffalo Center Wind, LLC	\$500,000	
IA	Carroll Country Club	\$31,250	
IA	Carson and Barron Farms, Inc.	\$47,047	
IA	Cletus Ambrosy	\$47,116	
IA	Cody Larson	\$49,814	
IA	Cooperative Elevator Association	\$125,738	\$125,738
IA	CRA-MAR, Inc.	\$43,145	
IA	Crouse Farm, Inc.	\$41,037	
IA	D.B. Dickinson Farms, Inc.	\$47,114	
IA	Dale Johnson	\$29,120	

State	Project	Grant Request	Loan Request
IA	Dan Schoenherr	\$21,464	
IA	Danny Heithoff	\$46,772	\$46,772
IA	David McClellan	\$41,816	
IA	David Oldaker	\$43,519	
IA	Dennis Kuker	\$43,000	\$64,500
IA	Dennis Schlueter	\$41,046	
IA	Dircks Farms, Inc.	\$40,923	
IA	Donald Johnson	\$47,750	
IA	Douglas Martins	\$59,890	\$119,780
IA	E. Kent Scheib	\$37,095	
IA	Eldon Juhl, Inc.	\$26,285	
IA	Engelby Farms, Inc.	\$36,974	
IA	Ernest K. Schofield	\$43,795	
IA	Ervin Harre	\$27,582	\$55,165
IA	Eugene R. Lang Farms Corp.	\$27,399	
IA	Fobian Brothers	\$28,084	
IA	Gene Thelke	\$28,158	
IA	Greg German	\$60,250	\$90,375
IA	Gross Farms Corporation	\$24,791	
IA	Haack Farms, Inc.	\$35,062	
IA	Hilhurst Farms, Inc.	\$36,172	
IA	Iowa Great Lakes Nursery & Floral, Ltd.	\$49,864	
IA	J & K Oftedahl Farms, Inc.	\$11,875	
IA	Jack Middlekoop	\$48,677	
IA	Javen E. Smith	\$6,215	
IA	John E. Jahr	\$29,239	
IA	Jon Peters	\$34,876	\$34,876
IA	Kelly Garrett	\$49,992	\$49,992
IA	Kevin DeRocher	\$29,494	
IA	Leslie Shimp	\$27,560	\$55,121
IA	M&J, LLC	\$37,862	
IA	Manthe, Inc.	\$33,595	
IA	MC Farms, Inc.	\$30,047	
IA	MDL Farms, Inc.	\$35,377	\$35,377
IA	Merle Doty	\$41,476	
IA	Muench Ag, Inc.	\$37,500	
IA	Nicholson and Edwards Grain Company	\$44,000	
IA	Paul Hibma Farms, Inc.	\$33,110	
IA	Peter Brecht	\$22,851	
IA	Radiance Dairy, LLC	\$40,813	

State	Project	Grant Request	Loan Request
IA	Randy Kruger	\$28,527	
IA	Richard Bockenstedt	\$26,522	
IA	Richard Shumaker	\$26,743	
IA	Richard Weber	\$19,028	
IA	Richter Farms, Inc.	\$49,635	
IA	Road Groom Mfg., LLC	\$63,518	\$63,519
IA	Roger Larsen	\$39,950	\$39,950
IA	Russell Brothers, LLC	\$74,875	
IA	S&T Farms, Inc.	\$49,524	
IA	Schutjer Brothers, Ltd.	\$49,798	
IA	Shane Fuessley	\$27,442	
IA	Sievers Family Farms, LLC	\$500,000	
IA	Silver Crest, Inc.	\$12,207	
IA	Southern Waste Handling, Inc.	\$16,550	
IA	Starr Corporation	\$19,321	
IA	Steve Weymiller	\$21,979	
IA	Steven Scott	\$24,816	
IA	Terraced Hills Land & Livestock, Inc.	\$44,143	\$44,143
IA	The Elkhorn Farms Corp.	\$25,685	
IA	Ticknor Family Truck, LLC	\$49,915	
IA	Todd Goldsmith	\$42,631	
IA	United Farmers Coop	\$105,370	\$105,370
IA	Van Daele Brothers, Inc.	\$63,750	\$127,500
IA	Will-O-Rose Farm, Inc.	\$38,273	
IA	Z & J Farms, LLC	\$29,798	
ID	New Energy One, LLC	\$498,925	\$299,483
IL	B.A. Farms, Inc.	\$42,079	
IL	Big M Manufacturing, LLC	\$28,043	
IL	Boehm Farms Partnership	\$47,081	\$47,081
IL	Brad Woessner	\$32,853	
IL	Carlos Meiss	\$38,978	\$38,978
IL	Carter Farms, Inc.	\$42,778	
IL	Cliff Hammett	\$28,318	
IL	Colwell Farms	\$29,296	
IL	Cowser, Inc.	\$49,862	\$49,862
IL	Crabtree Farms	\$33,495	
IL	Daniel Bedeker	\$43,761	
IL	David L. King	\$19,802	
IL	David White	\$35,750	\$35,750
IL	Eric Luce	\$47,750	

State	Project	Grant Request	Loan Request
IL	John P. Leonard	\$48,432	\$96,865
IL	Kasbeer Farmers Elevator Co. Cooperative	\$63,864	\$63,864
IL	Keith A. Ehnle	\$39,292	\$39,292
IL	Keith Erickson	\$30,378	
IL	Kenneth Elsasser	\$47,917	
IL	Kevin Keltner	\$48,569	
IL	Mark Shepherd Farms, Inc.	\$31,222	
IL	Michael Peterson	\$29,375	
IL	Michlig AgriCenter, Inc.	\$49,604	
IL	Mike Lundeen	\$49,999	
IL	Mitchell Family Farms	\$49,895	
IL	Paul Betz	\$24,369	
IL	Rodney Huber	\$32,867	
IL	Ronald Brown	\$28,608	
IL	Ronald Lindbom	\$20,000	
IL	Stewart Farms Partnership	\$77,738	\$77,738
IL	Tim McGreal	\$49,947	
IL	Vivian Dorn	\$35,500	
IL	W. Jeff Moore	\$20,000	
IL	Wes Plote	\$46,019	
IL	William Endress	\$27,875	
IN	Abe and Shirley Hodgen	\$20,000	
IN	Ag Production Enterprises	\$68,578	
IN	Ceres Midland, Inc.	\$48,412	
IN	Chris Yana	\$37,486	
IN	Ernest Yockey	\$26,220	
IN	Fleck Farms, Inc.	\$49,786	
IN	Floor Farms, Inc.	\$37,651	
IN	Gary Rader	\$49,559	
IN	George Richey	\$31,810	
IN	Greenline Farms, Inc.	\$14,875	
IN	Greg Miller	\$24,306	
IN	Harold G. Engela	\$49,950	
IN	Haupter Livestock Enterprises, Inc.	\$32,650	
IN	Hicks Farms Partnership	\$12,480	
IN	House Family Farms	\$47,945	
IN	Jack D. & Jeff D. Berlet	\$40,812	\$40,812
IN	James D. Key	\$33,355	
IN	John Brettnacher	\$49,073	

State	Project	Grant Request	Loan Request
IN	John Peters	\$49,915	
IN	John Riner	\$42,098	
IN	Kenneth L. Donaldson, II	\$28,112	
IN	Marvel Family Farms, Inc.	\$20,000	
IN	Max Deatsman	\$35,909	
IN	Neal Smith	\$64,040	
IN	Philip Rayl	\$39,658	
IN	Richard Besinger	\$19,695	
IN	Richard Weber	\$27,739	
IN	Robert J. and Sue Ann Stinson	\$46,970	\$46,970
IN	Rosene Farms, Inc.	\$49,971	
IN	Salamonie Mills, Inc.	\$49,938	
IN	Suiter Farms	\$41,390	
IN	T&J Leasing Corporation	\$39,726	
IN	Terry Stephens	\$49,975	
IN	Tim Stafford	\$49,958	
IN	Walnut Dell Farms, Inc.	\$27,171	
IN	William Wehr	\$30,395	
IN	Wilson Grain Farms, Inc.	\$47,412	
KS	KMW, Ltd.	\$22,476	
KS	P K M Steel Services, Inc.	\$41,277	
KY	Roberts Partnership	\$41,130	
KY	Stahr Poultry, LLC	\$23,970	
KY	Ward Farms, LLC	\$47,210	\$94,422
MA	L.P. Athol Corporation	\$85,250	
MD	Southern Maryland Electric Cooperative	\$300,000	
MD	Sunny Ridge Farms	\$24,937	
ME	Exeter Agri-Energy, LLC	\$110,024	
MI	Craig and Mary Rapin, LLC	\$33,560	
MI	H & K Braun Farms, Inc.	\$78,125	
MI	Harold Blaine	\$64,411	
MI	Kevin L. Bailey	\$64,473	
MI	Timmer Family Farms, LLC	\$31,972	
MN	Alfred Jessen	\$34,446	
MN	Andrew Legatt	\$19,999	
MN	Bernard Jirele	\$36,483	
MN	Brad Melberg	\$48,500	
MN	Braun Farms, Inc.	\$20,000	
MN	Bryon K. Lundy	\$19,537	

State	Project	Grant Request	Loan Request
MN	Byers Farm, Inc.	\$38,411	
MN	Charles Born	\$20,000	
MN	Curtis Janzen	\$36,252	\$36,252
MN	Curtis Trost Farming, Inc.	\$50,000	
MN	Dale Neal	\$47,995	
MN	David Pettersen	\$48,467	
MN	David Schoenborn	\$20,000	
MN	David Vilmo	\$30,893	
MN	Dean Karau	\$20,000	
MN	Eric Kronback	\$20,000	
MN	Forst Farms, Inc.	\$49,282	\$98,564
MN	George Otto	\$20,000	
MN	Independent Farmers Ag Services	\$92,810	\$92,810
MN	Jeff Eversman	\$21,806	
MN	Jeffrey Hofschulte	\$49,700	
MN	Jeffrey Petry	\$16,904	
MN	Jeremy Keim	\$37,243	\$37,243
MN	John Benck	\$50,000	\$50,000
MN	Juergens Farms, Inc.	\$31,082	
MN	Juhl Stavnes	\$7,284	
MN	Keith Citrowske	\$20,000	
MN	Larry Eike	\$9,960	
MN	Larry Larson	\$30,746	
MN	Larry Mahoney	\$18,471	
MN	Lyle Ibeling	\$20,000	
MN	Michael Fjetland	\$27,105	
MN	Michael Flohrs	\$38,935	
MN	Michael Schreier	\$16,674	
MN	Michael Stamer	\$50,000	
MN	Mike Adrian	\$35,763	\$35,763
MN	North Shore Farms, Inc.	\$38,613	\$38,613
MN	Paul Donkers	\$26,145	
MN	Porter Elevator, Inc.	\$47,601	
MN	Protein Sources Milling Division, LLC	\$49,875	
MN	R C & A Hart Farms	\$49,659	
MN	Sas Farms, Inc.	\$43,250	
MN	Sauer Valley View Farms, LLC	\$49,595	
MN	Scott Rahn	\$49,975	\$49,975
MN	Steffen Van Westen	\$18,059	

State	Project	Grant Request	Loan Request
MN	Stephen Hafner	\$19,921	
MN	Steve Sederstrom	\$20,000	
MN	Timothy A. Waibel	\$19,697	
MN	Tom Kruger	\$73,470	\$73,470
MN	Triple D Farms	\$49,750	\$70,000
MN	Wayne McColley	\$20,000	
MN	Wentzel Family Farm	\$41,953	
MN	William Jahn	\$17,967	
MO	Atherton Bioenergy, LLC	\$500,000	\$1,500,000
MO	Larry Bunker	\$38,765	
MO	Producers Choice Soy Energy, LLC		\$1,145,000
NC	Martins Creek Solar NC, LLC	\$500,000	\$926,000
NC	Patsy Elliott	\$17,586	
ND	Blue Hill Ranch Feedlot, Inc.	\$50,000	\$100,000
ND	Loren David	\$36,832	
ND	Mark Olson	\$48,950	
ND	Steve Kylo	\$49,999	\$49,999
NE	B&B Partners	\$20,000	
NE	Bill Klassen	\$20,000	
NE	Coyote Canyon Farms, Inc.	\$1,607	
NE	Dan Dancer	\$16,883	
NE	Four O Farms, Inc.	\$33,591	\$67,182
NE	Gary E. Thayer	\$2,997	
NE	Greg Thies	\$19,778	
NE	Holt County Ford, Inc.	\$4,491	
NE	Hondo Lanes, Inc.	\$5,478	
NE	Hunn Agri, Inc.	\$32,559	
NE	Ivey Farms, Inc.	\$15,170	
NE	James Doerr	\$20,000	
NE	Just Us Kids Learning Center, LLC	\$4,735	
NE	Lou Kroenke Farm, Inc.	\$48,685	\$48,685
NE	Pete C. Schmit And Sons, Ltd.	\$48,396	\$48,396
NE	Peterson's Supermarket, Inc.	\$16,205	
NE	R.L.R., Inc.	\$47,964	
NE	Ronald C. Bopp	\$48,071	\$48,071
NE	S&K Johnson, Inc. dba Kat's Korner Market	\$15,222	\$30,444
NE	Taylor Farms	\$28,757	
NJ	ACS Solar 1, LLC	\$380,448	\$380,448
NJ	All American Landscapes, LLC	\$42,000	

State	Project	Grant Request	Loan Request
NJ	Changewater Stables, LLC	\$42,959	
NJ	Four Seasons Nursery, LLC	\$84,626	
NJ	Fulper Farms, LLC	\$190,695	\$330,000
NJ	Jonathan Solar Energy, LLC	\$73,439	\$73,439
NJ	Suddenly Farm	\$100,000	
NJ	Wilwynn Animal Hospital	\$34,375	
NJ	Woodland Produce	\$49,560	
NM	Rocky Road, LLC	\$49,854	
NY	Mark Kimball	\$40,780	
NY	Mecox Bay Dairy, LLC	\$48,167	
NY	Thomas C. Woznica	\$19,475	
NY	William Whittaker	\$29,938	
OH	Ashland Solar 01, LLC	\$115,329	
OH	Bowers Farms, LLC	\$25,942	
OH	Clifton Family Farms Partnership	\$49,954	
OH	Comp Dairy Energy, LLC	\$500,000	\$1,650,000
OH	Countryside Farms	\$42,043	
OH	David E. Peart	\$44,460	
OH	French Creek Bioenergy, LLC	\$500,000	\$1,650,000
OH	Harding Wind, LLC	\$447,500	
OH	Heinle Wind, LLC	\$142,000	
OH	Jan Layman	\$33,876	
OH	Kevin Moore	\$36,249	
OH	Loudenslager Land Company	\$34,750	
OH	McCracken Wind, LLC	\$142,000	
OH	Pinnacle Power Technologies, Inc.	\$22,809	
OH	Rock Road Wind, LLC	\$151,713	
OH	Scioto Valley Solar Two, LLC	\$159,901	
OH	Shelby Road Wind, LLC	\$140,250	
OR	A Storage Place of Albany, LLC	\$49,189	
OR	A Storage Place of Newberg, LLC	\$49,189	
OR	Al Walker, Inc.	\$20,000	
OR	Contact Industries, Inc.	\$20,000	
OR	Fry Family Farms	\$40,101	
OR	Heard Farms, Inc.	\$137,381	
OR	Raul A. Mirande, MD, PC	\$32,336	
OR	Thaddeus, LLC	\$47,665	
PA	Matson Lumber Company, Inc.	\$117,980	
SD	Dale Zweep	\$20,000	

State	Project	Grant Request	Loan Request
SD	David Terveen	\$37,838	\$75,679
SD	Minor Enterprises, Inc.	\$37,728	
SD	Scott Hyronimus	\$20,000	
SD	Shawn Gengerke	\$210,020	
TN	Bryan Grain, Inc.	\$34,646	
TN	Cedar Run Farms	\$46,875	
TN	Circle of Seven Yeoman, LLC	\$75,250	
TN	Davis Brothers Dairy	\$49,875	
TN	Day Lily Nursery	\$49,999	
TN	Hickory Corner Dairy	\$45,142	
VT	Gary Rapanotti	\$13,961	\$26,500
VT	Maplewood Dairy Farm	\$23,429	
VT	Randy Farrar	\$19,673	
VT	Trackside Depot, LLC	\$29,913	\$44,869
WA	3 Bar G Wind Turbine #3, LLC	\$85,500	
WI	Deanna Garibaldi	\$87,500	\$162,500
WI	Jerome Van Buren	\$31,278	
WI	Leonard R. Klein	\$34,500	
WI	Lloyd Manthe, Jr.	\$34,443	
WI	Meyer Brothers Grain, Inc.	\$215,614	
WI	Richard Adams	\$20,000	
	TOTAL	\$21,032,140	\$23,365,502

November 22, 2010

TO: State Directors
Rural Development

ATTN: Program Directors
Single Family Housing

FROM: Tammye Treviño (*Signed by Tammye Trevino*)
Administrator
Housing and Community Facilities Programs

SUBJECT: Administrative Correction for Section 502 Direct Loans Bearing an
Interest Rate Lower than the Authorized Interest Rate

The Agency has identified a number of active accounts which were closed with an interest rate lower than the authorized rate as prescribed in program regulations. These loans may be deemed to be unauthorized assistance as defined in 7 CFR 3550.164 (c)(2)(iv), "*If an incorrect interest rate was used, Rural Housing Service will adjust the account using the correct interest rate.*" State Directors for some of the affected accounts have requested that the Rural Housing and Community Facilities Administrator grant an interest rate exception for the affected accounts.

Most of the interest rate errors found are the result of inconsistent application of Agency loan approval and obligation procedures. Existing guidance clearly establishes that Section 502 Direct loans must be approved and obligated on the same day. Loan Approval Date and Obligation Date for the affected accounts differ, and loan documents signed at closing had an interest rate lower than the authorized rate. This practice must be immediately corrected and loan closing documents, particularly the promissory note, must be verified for accuracy before settlement.

Based on an internal and external assessment of the risks arising from this issue, this memo authorizes a retroactive administrative correction for all active accounts with a promissory note that bears an interest rate lower than the prescribed program regulation rate because the rate at loan approval was used when the loan was obligated on a different date.

EXPIRATION DATE:
November 30, 2011

FILING INSTRUCTIONS:
Housing Programs

This authorization applies to all affected active accounts closed on or before September 8, 2010. Any active account covered by this authorization with a promissory note interest rate that differs from the interest rate reflected on MortgageServ as provided above, should be referred to the Centralized Servicing Center for an administrative adjustment.

Please note that incorrect interest rate exceptions will not be granted for loans closed after September 8, 2010, when an Unnumbered Letter (UL) was issued to provide guidance concerning the authorized interest rate for Section 502 Direct loans.

Questions regarding this UL may be directed to Migdaliz Bernier, Loan Specialist, Single Family Housing Direct Loan Division, at (202) 690-3833, or at Migdaliz.bernier@wdc.usda.gov.

November 23, 2010

TO: State Directors, Rural Development

ATTN: Business Programs Directors
State Energy Coordinators

SUBJECT: Rural Energy for America Program
July 16, 2010, Reserve Requests

The Rural Energy for America Program, fiscal year 2010, funding selections for the July 16, 2010, reserve requests submitted to the National Office are attached for your information.

Please notify the applicants and lenders of their selections. Process the applications in accordance with RD Instructions 4280-B, section 4280.116 and 4280.143 as applicable, which outline the obligation and processing requirements for grants and guaranteed loans, respectively.

For combination guaranteed loan and grant requests, a condition shall be included in the appropriate documents that make the disbursement of grant funds contingent upon closing the guaranteed loan and issuance of the Loan Note Guarantee.

If you have any questions, please contact Kelley Oehler, Branch Chief, Energy Division, at (202) 720-6819.

(Signed by Pandor H. Hadjy)

PANDOR H. HADJY
Deputy Administrator
Business Programs

Attachment

EXPIRATION DATE:
September 30, 2011

FILING INSTRUCTIONS
Community/Business Programs

Attachment

State	Project	Grant Request	Loan Request
GA	Blairsville Solar	\$ 375,000	\$ 200,000
GA	Georgia Renewable Properties, LLC	\$ 375,000	\$ 200,000
GA	Georgia Renewables, LLC	\$ 375,000	\$ 200,000
IA	A & D Pork, LC	\$ 49,730	\$ 99,460
IA	Ag Land Energy 1, LLC	\$ 500,000	\$ 2,050,000
IA	Anthony Schroeder	\$ 33,243	\$ 33,243
IA	Brian Stoberl	\$ 49,741	\$ 49,741
IA	Bruce Lorenzen	\$ 35,769	\$ 35,769
IA	Chad Onken	\$ 31,915	\$ 63,829
IA	Daniel S. Schwarck	\$ 45,175	\$ 45,175
IA	Denton Wenger	\$ 31,238	\$ 31,238
IA	Donald Blazek	\$ 48,730	\$ 48,731
IA	Eischeid Farms, Inc.	\$ 31,267	\$ 31,267
IA	Elsbernd Wind Farm, LLC	\$ 48,750	\$ 97,500
IA	Ewing Enterprises, Inc.	\$ 49,256	\$ 49,256
IA	H & J Farms, Inc.	\$ 45,544	\$ 45,544
IA	Hillview Angus, Inc.	\$ 49,499	\$ 50,000
IA	J & J VandeVoort Farms, Inc.	\$ 34,353	\$ 34,353
IA	James Brannaman	\$ 44,624	\$ 44,624
IA	Jerry Brus	\$ 39,345	\$ 78,691
IA	K & J Kassel Farms, Inc.	\$ 41,228	\$ 41,228
IA	K & O Farms	\$ 47,431	\$ 47,431
IA	Kohorst Farms, Inc.	\$ 49,862	\$ 49,862
IA	L & J Jordan Farm, Inc.	\$ 45,189	\$ 45,189
IA	Lazy B, LLC	\$ 39,177	\$ 39,177
IA	Michael Hargens	\$ 33,466	\$ 33,466
IA	Nathan Koch	\$ 38,243	\$ 38,244
IA	Patrick Hartung	\$ 49,666	\$ 49,666
IA	Patrick Wernimont	\$ 42,176	\$ 42,176
IA	Randy Kay	\$ 48,165	\$ 48,165
IA	Ronald Burdine	\$ 27,526	\$ 27,526
IA	Rose Avenue Farms, Inc.	\$ 39,704	\$ 39,704
IA	Scott Fett	\$ 50,000	\$ 50,000
IA	Short On Energy Wind Farm, LLC	\$ 70,744	\$ 141,487
IA	Thomas Burlage	\$ 29,129	\$ 29,129
IA	Trumm Farms, Inc.	\$ 47,824	\$ 47,824
IL	Adam Cappel	\$ 72,592	\$ 142,000
IL	Paul Michael Testin	\$ 29,092	\$ 29,092

IN	J and M Kosta Farms, LLC	\$	35,829	\$	71,658
MI	John Ryan	\$	48,517	\$	90,000
MI	Phillip D. Spencer	\$	49,478	\$	50,000
MN	Chad Lange	\$	47,515	\$	47,515
MN	Craig Stegenga	\$	29,443	\$	29,444
MN	Gary Vogt	\$	49,921	\$	49,921
MN	Gregory Duchene	\$	37,188	\$	74,376
MN	Peterson Partners	\$	44,489	\$	44,488
MN	The Mustard Seed, Inc.	\$	50,000	\$	50,000
MN	Todd Eiken	\$	36,084	\$	36,084
NE	Bluestem, LLC	\$	500,000	\$	2,013,604
NE	David Woods dba Woods Farms	\$	25,656	\$	51,000
NE	Delux Mfg Co.	\$	49,809	\$	10,000
NE	Michael Patrick Hannon	\$	49,256	\$	49,256
NE	Randy Dodds	\$	47,565	\$	47,565
NE	Reed's Food Center, Inc.	\$	49,352	\$	98,704
NE	Thomas Vogel	\$	33,016	\$	33,016
PA	Hawley Silk Mill, LLC	\$	94,860	\$	189,725
SD	Mark E. Jensen	\$	25,740	\$	25,740
SD	Matthew Johnson	\$	202,480	\$	194,577
SD	Plankinton Elevator Co, LLC	\$	104,600	\$	209,200
TN	Metzgar Farms	\$	82,928	\$	165,856
VT	Addison Solar Farm, LLC	\$	-	\$	1,500,000
VT	Audet's Cow Power, LLC	\$	286,023	\$	572,000
VT	Four Hills Farm	\$	500,000	\$	575,000
	Total 63	\$	5,574,142	\$	10,721,939

11/23/2010

TO: State Directors, Rural Development

ATTN: Business Programs Directors
State Energy Coordinators

SUBJECT: Rural Energy for America Program
Final Reserve Requests

The Rural Energy for America Program, fiscal year 2010, final funding selections for the July 30, 2010, reserve requests submitted to the National Office are as follows:

State	Project	Grant Request	Loan Request
IA	Chris Huegerich	\$144,504	\$289,009
IL	Lee R. Lewis	\$ 19,373	
IN	Dean Winiger	\$ 20,000	
MN	Dale Neal		\$ 47,995
MN	Doug Nordick	\$ 25,249	
NE	David Kuszak	\$ 24,166	\$ 48,332
NE	Dave J. Kallhoff	\$ 18,501	
OH	Matthew J. Boyce	\$137,500	
OH	Myers Brothers Custom Butchering	\$ 68,750	
SD	Thompson Farms, Inc.	\$ 23,840	\$ 47,688
VT	Lisa G. Nash	\$ 24,000	\$ 28,200
	TOTAL	\$505,883	\$461,224

Please notify the applicants and lenders of their selections. Process the applications in accordance with RD Instructions 4280-B, section 4280.116 and 4280.143 as applicable, which outline the obligation and processing requirements for grants and guaranteed loans, respectively.

EXPIRATION DATE:
September 30, 2011

FILING INSTRUCTIONS
Community/Business Programs

For combination guaranteed loan and grant requests, a condition shall be included in the appropriate documents that make the disbursement of grant funds contingent upon closing the guaranteed loan and issuance of the Loan Note Guarantee.

If you have any questions, please contact Kelley Oehler, Branch Chief, Energy Division, at (202) 720-6819.

(Signed by Pandor H. Hadjy)

PANDOR H. HADJY
Deputy Administrator
Business Programs

11/23/2010

TO: State Directors, Rural Development

ATTN: Business Programs Directors
State Energy Coordinators

SUBJECT: Rural Energy for America Program
Energy Audit and Renewable Energy Development Assistance Award

The Rural Energy for America Program, fiscal year 2010 funding selections for the Energy Audit and Renewable Energy Development Assistance grants submitted to the National Office are as follows:

State	Project	Grant Amount
AL	Tuskegee University	\$ 100,000
AR	University of Arkansas Cooperative Extension Service	\$ 97,673
AZ	TRICO Electric Cooperative	\$ 82,125
CO	La Plata Electric Association, Inc.	\$ 100,000
GA	University of Georgia	\$ 100,000
IA	Iowa Department of Natural Resources	\$ 96,380
IL	Prairie Power Incorporated	\$ 98,000
IL	Southern Illinois Power Cooperative	\$ 100,000
IN	Purdue University	\$ 93,374
KY	University of Kentucky Research Foundation	\$ 100,000
LA	Louisiana Tech University	\$ 60,000
LA	University of Louisiana at Lafayette	\$ 76,448
ME	Maine Governor's Office of Energy Independence & Security	\$ 100,000
ME	Kennebec County Soil & Water Conservation District	\$ 100,000
MI	Michigan State University	\$ 100,000
MN	Federated Rural Electric and Nobles Cooperative Electric	\$ 98,000
MO	University of Missouri	\$ 100,000
NC	Roanoke Electric Membership Corporation	\$ 100,000
OR	Oregon Institute of Technology	\$ 100,000
OR	Oregon State University	\$ 100,000

EXPIRATION DATE:
September 30, 2011

FILING INSTRUCTIONS
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PA	Saint Francis University	\$ 100,000
PA	Pennsylvania State University	\$ 98,000
SD	East River Electric Power Cooperative, Inc.	\$ 100,000
WA	Washington State Department of Commerce	\$ 100,000
WV	West Virginia University Research Corporation	\$ 100,000
Total		\$2,400,000

States with successful applications should process them in accordance with the Notice that was published May 27, 2010. Please notify the referenced applicants of their selection. Applications that were not funded based on the availability of funding will not be carried forward into the next fiscal year and the Agency will notify the applicants in writing. Appeal and review rights should be offered in accordance with 7 CFR, part 11. Process the applications in accordance with Section V, of the May 27, 2010, Notice, which outlines the obligation and processing requirements for grants.

If you have any questions, please contact Kelley Oehler, Branch Chief, Energy Division, at (202) 720-6819.

(Signed by Pandor H. Hadjy)

PANDOR H. HADJY
Deputy Administrator
Business Programs

11/23/2010

TO: State Directors, Rural Development

ATTN: Business Programs Directors
State Energy Coordinators

SUBJECT: Rural Energy for America Program
Grants \$20,000 or less, Reserve Requests

The Rural Energy for America Program, fiscal year 2010, funding selections for the Grants \$20,000 or less, reserve requests submitted to the National Office are attached for your information.

Please notify the applicants of their selections. Process the applications in accordance with RD Instructions 4280-B, section 4280.116, which outline the obligation and processing requirements for grants.

If you have any questions, please contact Kelley Oehler, Branch Chief, Energy Division, at (202) 720-6819.

(Signed by Pandor H. Hadjy)

PANDOR H. HADJY
Deputy Administrator
Business Programs

Attachment

EXPIRATION DATE:
September 30, 2011

FILING INSTRUCTIONS
Community/Business Programs

Attachment

State	Project	Grant Amount
GA	Circle C Farms, Inc.	\$ 15,044
GA	Donnie Bailey	\$ 1,937
GA	Gary M. Brannen	\$ 9,075
GA	General Woods Inn	\$ 20,000
GA	Josephine Hall	\$ 12,801
GA	LL Herrin Family, LP	\$ 19,792
GA	Z Blu, Inc.	\$ 6,950
IA	A & M Farms, Inc.	\$ 18,713
IA	A.J. Marzen, Inc.	\$ 20,000
IA	Abels Farm, Inc.	\$ 20,000
IA	Adams Auto Upholstery	\$ 20,000
IA	Alan Hageman	\$ 15,141
IA	Alan Movall	\$ 20,000
IA	Alan Peter	\$ 13,028
IA	Alfred Spick	\$ 11,885
IA	Al-n-Mar, Inc.	\$ 14,940
IA	Anthony Schmitt	\$ 20,000
IA	Arden Lembcke	\$ 17,884
IA	Barton Reinke	\$ 10,979
IA	Basik Five Trust	\$ 14,243
IA	BB & P Feed & Grain, Inc.	\$ 20,000
IA	Bear Creek Farms	\$ 10,389
IA	Beenken Family Farms, Inc.	\$ 15,991
IA	Bernadette Ryan	\$ 6,125
IA	Biermann Farms, Inc.	\$ 19,725
IA	Boeding Brothers Dairy, LLC	\$ 7,473
IA	Borderline Buildings, LLC	\$ 20,000
IA	Bozz Agra, Inc.	\$ 17,739
IA	Brad Moore	\$ 19,872
IA	Brad Nichols	\$ 20,000
IA	Brad Shanks	\$ 8,475
IA	Bradley W. Hanson	\$ 13,427
IA	Brian Harle	\$ 15,638
IA	Brian J. Mewhirter	\$ 16,286
IA	Bruce Burdick	\$ 14,095
IA	Bruce Johnson	\$ 10,796
IA	Bruce Paulsen	\$ 20,000
IA	Brynsaas Sales and Service, Inc.	\$ 12,893

State	Project	Grant Amount
IA	C & B Real Estate Holdings, LLC	\$ 15,405
IA	C & N Farms, Inc.	\$ 19,962
IA	Calvin Larson	\$ 20,000
IA	Carl Anderson	\$ 19,770
IA	Center View Farms Company	\$ 6,287
IA	Chad Curtis	\$ 11,314
IA	Chad Kuboushek	\$ 19,738
IA	Charles Blass	\$ 5,013
IA	Charles Brown	\$ 19,989
IA	Charles Lahr	\$ 20,000
IA	Chris Kessinich	\$ 19,938
IA	Clark Livestock Farms, Inc.	\$ 19,408
IA	Cory Drahm	\$ 19,841
IA	Cory Handlos	\$ 20,000
IA	Craig Kajer	\$ 20,000
IA	Craig Petersen	\$ 16,800
IA	Curtis Bell	\$ 20,000
IA	Curtis L. Petersen	\$ 9,236
IA	Dadechan Farms, Inc.	\$ 19,491
IA	Dale Seieroe	\$ 2,500
IA	Dan Gardner	\$ 19,960
IA	Danel Sperflage	\$ 10,526
IA	Daniel DeRycke	\$ 20,000
IA	Daniel Rothmeyer	\$ 19,865
IA	Daniel Urmie	\$ 19,884
IA	Darin Dahlby	\$ 18,816
IA	Daryl Taylor	\$ 15,220
IA	Dave Hannah	\$ 19,713
IA	David Bacon	\$ 7,488
IA	David Denbow	\$ 19,854
IA	David Elijah	\$ 16,545
IA	David Fisher	\$ 7,488
IA	David Paul	\$ 19,876
IA	David Wendt	\$ 17,671
IA	Dean A. Tjaden	\$ 8,025
IA	Dean Meyer	\$ 20,000
IA	Delbert Ihns, Jr.	\$ 15,776
IA	Dennis Christensen	\$ 10,183
IA	Dennis Gerholdt	\$ 7,488
IA	Dennis Gienger	\$ 20,000
IA	Dennis Lemke	\$ 12,849

State	Project	Grant Amount
IA	Dennis Lyle	\$ 17,840
IA	Dobel Farms, Inc.	\$ 12,972
IA	Don and Tom Elgersma	\$ 16,754
IA	Don Keiper	\$ 19,813
IA	Donald Martin	\$ 19,933
IA	Donald Peiffer	\$ 19,582
IA	Double K Stock Farms, Inc.	\$ 15,653
IA	Doug and Dale Dolash Partnership	\$ 12,329
IA	Doug Kingland	\$ 15,668
IA	Doug Langel	\$ 9,778
IA	Doug Sage	\$ 20,000
IA	Douglas Hugo	\$ 19,125
IA	Douglas Stecher	\$ 19,560
IA	Douglas W. Silhanek, Inc.	\$ 20,000
IA	Duane Fickbohm	\$ 19,078
IA	Duane Ramker	\$ 19,999
IA	Dwight Miller Farms, Inc.	\$ 12,497
IA	E Building, LLC	\$ 9,250
IA	Earle Hanselman	\$ 16,858
IA	Eckhart Bros	\$ 11,662
IA	Engel Agri Sales, Inc.	\$ 7,740
IA	Eric Hawbaker	\$ 19,998
IA	Eugene Irons	\$ 17,483
IA	Exporter Elevator Company	\$ 17,875
IA	Franzen Brothers	\$ 20,000
IA	Fred Van Ee	\$ 19,643
IA	Garry Zumbach	\$ 19,762
IA	Gary Kluesner	\$ 19,934
IA	Gary Krull	\$ 19,433
IA	Gary L. Gunderson	\$ 20,000
IA	Gary Rasmussen	\$ 19,987
IA	Gary Rayhons	\$ 15,194
IA	Gary Riesselman	\$ 20,000
IA	Gary Schramm	\$ 19,823
IA	Gary Vontalge	\$ 20,000
IA	Gaylord J. Gross	\$ 9,154
IA	Gene A. Toppin	\$ 20,000
IA	Gerald Vittetoe	\$ 19,346
IA	Germaine Schilling	\$ 18,650
IA	Gerry Lindmark	\$ 8,393
IA	Glen Moeller Farms, Ltd	\$ 16,183

State	Project	Grant Amount
IA	Gordon Anderson	\$ 8,319
IA	Gordon Pringnitz	\$ 20,000
IA	Gregory Wettleson	\$ 13,469
IA	Gross Farms of Greenville, Inc.	\$ 19,480
IA	Hackbart Farms, LLC	\$ 20,000
IA	Harlan Hickie	\$ 19,599
IA	Harlan W. Slaichert	\$ 5,685
IA	Havill Family Farms, Ltd	\$ 11,900
IA	Hemesath Farms, Inc.	\$ 19,976
IA	Howard Haas	\$ 17,866
IA	Hruska Farms, LLC	\$ 3,574
IA	J & C Willfarms, Inc.	\$ 20,000
IA	J Parham Rentals, LLC	\$ 12,498
IA	J. Scott Beatty	\$ 19,984
IA	Jack Orvis	\$ 12,500
IA	James Boeding	\$ 16,279
IA	James K. Mente Corporation	\$ 15,143
IA	James L. Stephens	\$ 20,000
IA	James Ruba, Jr.	\$ 20,000
IA	James Shatek	\$ 19,365
IA	James Shimon	\$ 17,156
IA	James Sullivan	\$ 20,000
IA	James Uhlenhake	\$ 19,864
IA	James W. Wright, Jr.	\$ 9,175
IA	Jason A. Gaede	\$ 17,107
IA	Javin E. Smith	\$ 13,785
IA	Jay Nelson	\$ 16,125
IA	Jeff Manternach	\$ 19,894
IA	Jeff Tussey	\$ 18,684
IA	Jeff Zumbach	\$ 19,998
IA	Jeffrey Hibbs	\$ 20,000
IA	Jeffrey Van Sickle	\$ 11,338
IA	Jeremy Reiling	\$ 20,000
IA	Jerry Sorgenfrey	\$ 4,067
IA	Jesse Pringnitz	\$ 20,000
IA	JKB Farms	\$ 9,385
IA	John Adam	\$ 16,230
IA	John Banzhaf, Jr.	\$ 12,481
IA	John Gent	\$ 15,622
IA	John Hegg	\$ 18,797
IA	John Moore	\$ 10,779

State	Project	Grant Amount
IA	John Samuelson	\$ 12,449
IA	John Waltersdorf	\$ 16,476
IA	Joseph Kelchen	\$ 19,925
IA	Joseph Larson	\$ 18,233
IA	Joseph Mason	\$ 19,998
IA	Joseph Schmitz	\$ 20,000
IA	Kajewski Farms, Inc.	\$ 15,959
IA	Kary Becker	\$ 6,218
IA	Keith Busta	\$ 6,749
IA	Keith Carlson	\$ 6,748
IA	Keith Neeley	\$ 20,000
IA	Kelly Miner	\$ 20,000
IA	Kenneth Link	\$ 19,052
IA	Kenneth Ney	\$ 14,781
IA	Kerby Knudtson	\$ 16,618
IA	Kevin Briggs	\$ 10,475
IA	Kevin Jacobsen	\$ 16,235
IA	Knuth Farms, Inc.	\$ 19,950
IA	Kortney Kotz	\$ 13,794
IA	KRC Farms, Inc.	\$ 20,000
IA	KTB Farms, Inc.	\$ 17,934
IA	Kurt Keeran	\$ 19,759
IA	Kyron Cocking	\$ 19,185
IA	Larry Gaul	\$ 19,950
IA	Larry Lursen	\$ 20,000
IA	Larry Steffens	\$ 19,975
IA	Larry Whitehead	\$ 20,000
IA	Lavern Kelchen	\$ 19,111
IA	Lloyd, Ltd	\$ 15,845
IA	Loren Rickerl	\$ 20,000
IA	Lucas Otte	\$ 19,720
IA	Lyle Boeckholt	\$ 20,000
IA	Madison County Winery, LLC	\$ 13,651
IA	Mark Anderson	\$ 20,000
IA	Mark Barkema	\$ 20,000
IA	Mark Dirks	\$ 12,162
IA	Mark Ehrhardt	\$ 20,000
IA	Mark Ehrhardt	\$ 2,675
IA	Mark Imoehl	\$ 19,938
IA	Mark Knudsen	\$ 19,335
IA	Mark Symens	\$ 7,242

State	Project	Grant Amount
IA	Mark Vick	\$ 19,929
IA	Mark Vorwald	\$ 13,991
IA	Marpe Bros., Inc.	\$ 19,717
IA	Martin Otteros	\$ 16,391
IA	Mary M. Zahurones	\$ 20,000
IA	Melvin Ploog	\$ 15,426
IA	Merrill D. Ahrens	\$ 20,000
IA	Mervin Walter	\$ 15,831
IA	Michael J. Connolly	\$ 14,098
IA	Michael Jones	\$ 12,250
IA	Michael McConohy	\$ 20,000
IA	Michael McFadden	\$ 19,889
IA	Michael Schnieders	\$ 20,000
IA	MLD Farms, Inc.	\$ 18,940
IA	Moline Brothers	\$ 20,000
IA	Monson Farms, Ltd	\$ 20,000
IA	Moss and Moss	\$ 11,667
IA	Myles Gerleman	\$ 19,771
IA	Myron Zumbach	\$ 12,905
IA	Natlin, LLC	\$ 17,420
IA	Neal Rupiper	\$ 12,433
IA	Nick Patten	\$ 16,583
IA	NKT, Inc.	\$ 19,304
IA	North Fork Farms, Inc.	\$ 20,000
IA	Oelwein Elevator Company	\$ 17,438
IA	Parnell Brincks	\$ 13,457
IA	Patrick J. Mullis	\$ 19,234
IA	Paul Harrington	\$ 20,000
IA	Paul Kistenmacher	\$ 20,000
IA	Paul Koester	\$ 20,000
IA	Paul Siebels	\$ 13,812
IA	Paul Wellik & Sons	\$ 19,834
IA	Peter Wagner	\$ 20,000
IA	Plato Farms, Inc.	\$ 18,933
IA	R. Shane Grosse	\$ 19,982
IA	Ralph Hammel	\$ 19,817
IA	Randall Galles	\$ 15,471
IA	Randall Greiman	\$ 12,500
IA	Randy Halbur	\$ 20,000
IA	Ray Grandstaff	\$ 12,278
IA	Raymond Stuedemann	\$ 18,341

State	Project	Grant Amount
IA	Richard Chapman	\$ 20,000
IA	Richard Christensen II	\$ 2,500
IA	Richard Cook	\$ 11,237
IA	Richard Ruzicka	\$ 16,189
IA	Richard Schluter	\$ 20,000
IA	Richard Woodard	\$ 8,891
IA	Robert Kepple	\$ 20,000
IA	Robin Grassley	\$ 12,100
IA	Rod Schafbuch	\$ 17,424
IA	Rodney Schneider	\$ 11,250
IA	Roger Ahrenholtz	\$ 20,000
IA	Roger L. Greiner Corporation	\$ 5,558
IA	Roger Traetow	\$ 19,375
IA	Ron Davidson	\$ 16,326
IA	Ron J. Sailer Farm, Inc.	\$ 20,000
IA	Ronald Eisenman	\$ 20,000
IA	Ronald Swanson	\$ 20,000
IA	Ronald Tlusty	\$ 15,242
IA	Ross M. Kuper	\$ 16,250
IA	Russell Paus	\$ 10,475
IA	Sandquist Farm Operations, Inc.	\$ 7,296
IA	Schwarte Brothers	\$ 20,000
IA	Scott Bruns	\$ 18,674
IA	Scott N. Cherne	\$ 15,257
IA	Scott Williams	\$ 20,000
IA	SEL Hahn, Inc.	\$ 14,798
IA	Senivac, Inc.	\$ 18,599
IA	Seven Sons Ag, LLC	\$ 20,000
IA	Sharp Farms, Inc.	\$ 17,828
IA	Shawn Holthaus	\$ 10,577
IA	Sollien Farms, Inc.	\$ 16,556
IA	Steve Aldrich	\$ 19,418
IA	Steven Clagett	\$ 19,905
IA	Steven Kregel	\$ 12,275
IA	Steven Schnormeier	\$ 20,000
IA	Ted Novak	\$ 20,000
IA	Ted Pitzenberger	\$ 18,793
IA	Terrence J. and/or Donna Bair	\$ 12,500
IA	Terry Gano	\$ 10,251
IA	Terry Hennings	\$ 19,521
IA	Terry's Auto Body, LLC	\$ 18,938

State	Project	Grant Amount
IA	The Dental Practice, P.C.	\$ 18,402
IA	Thomas Brinning	\$ 12,500
IA	Thomas Greiner	\$ 15,288
IA	Thomas Recker	\$ 19,560
IA	Thomas Stevenson	\$ 18,818
IA	Three-Way, LLC	\$ 19,999
IA	Tim Elser	\$ 20,000
IA	Tim Sroka	\$ 4,965
IA	Tim Straub	\$ 12,500
IA	Timothy J. Recker	\$ 15,048
IA	Timothy L. Coenen	\$ 20,000
IA	Todd Mullis	\$ 19,961
IA	Travis Grover	\$ 20,000
IA	Twin Pines Farms, Inc.	\$ 16,727
IA	Val Myatt	\$ 20,000
IA	VDH, Inc.	\$ 20,000
IA	Veren Farms, Inc.	\$ 20,000
IA	Vernita Adams	\$ 15,000
IA	VG Farms, Inc.	\$ 19,362
IA	Villisca Foods, Inc.	\$ 2,725
IA	Vince Elser	\$ 14,788
IA	Virgil Recker	\$ 18,438
IA	VP Supply, Inc.	\$ 13,694
IA	Wayne Koehler	\$ 20,000
IA	William Dennis Moore	\$ 7,488
IA	William Thomsen	\$ 11,347
IA	William Tjaden	\$ 20,000
IA	Willow Creek Ag Services, Inc.	\$ 9,205
IA	Wind Ridge, Inc.	\$ 20,000
IA	Wulfekuhle Electric, LLC	\$ 9,845
ID	Krystal Caster dba Krystal's Gardens	\$ 18,968
IL	4K Farms, LLC	\$ 19,910
IL	Bates Next Generation Farming, Inc.	\$ 19,927
IL	Bell Land Trust Partnership	\$ 6,000
IL	Blythe Enterprises, Ltd	\$ 18,743
IL	Brinkmann Pork Farm, Inc.	\$ 20,000
IL	Craig Woker	\$ 19,749
IL	Darrell L. Miller	\$ 6,250
IL	Darren Smith	\$ 18,320
IL	Daryl Cave	\$ 15,679
IL	Gary Smeltzly	\$ 19,996

State	Project	Grant Amount
IL	Gerald Walker	\$ 20,000
IL	Hartke Swine Center, Inc.	\$ 20,000
IL	Huftalin Farms, LLC	\$ 19,429
IL	James L. Deal	\$ 11,068
IL	Joyce A. Aggert	\$ 14,723
IL	Kendall E. Meritt	\$ 11,725
IL	Kevin L. Wilhelms	\$ 8,500
IL	Kistler Prairie Mill, Inc.	\$ 20,000
IL	Litchfield Family Farm, Inc.	\$ 20,000
IL	Penny King	\$ 18,065
IL	Puccetti Farms, Inc.	\$ 19,200
IL	Randy Hinch	\$ 15,556
IL	Robert Templeton	\$ 18,932
IL	Robert W. Burr	\$ 10,911
IL	Robert W. Smith	\$ 19,920
IL	Tedford Farms, Inc.	\$ 18,357
IL	Wayne B. Davis	\$ 15,700
IL	York Livestock Farms, Inc.	\$ 12,497
IN	Big Fish-N-Campground	\$ 17,095
IN	Daniel R. Lamberson	\$ 19,608
IN	Dick O'Neal	\$ 20,000
IN	Gary Alexander	\$ 20,000
IN	Hannebaum Acres, LLC	\$ 20,000
IN	John P. Lehe	\$ 18,774
IN	Keith E. Meyers	\$ 19,913
IN	Kelley Farms, Inc.	\$ 14,065
IN	Leonard Fuhrman	\$ 12,505
IN	Roy Jungels	\$ 14,723
IN	Stanley Mark Back	\$ 19,995
IN	William Peters	\$ 15,626
KS	Bryne L. Sullins	\$ 14,264
KS	Flame Engineering, Inc.	\$ 8,563
KS	Glendo Corporation	\$ 12,981
KS	Natoma Corporation	\$ 19,536
KY	Carol Hinton	\$ 19,745
KY	Larry Pitts	\$ 7,014
MA	Cultivating Solutions, LLC	\$ 20,000
MA	Mark and Jeanette Fellows	\$ 13,377
MA	Simple Gifts Farm	\$ 18,492
DE	LNH Enterprises, LLC	\$ 19,139
MI	Siegler Dairy Farm	\$ 20,000

MI	Suzanna E. Raker	\$ 12,823
State	Project	Grant Amount
MN	Alan J. Sonnek	\$ 20,000
MN	Alex Marschalk	\$ 19,812
MN	Arland Moger	\$ 12,810
MN	Arvid Otkin	\$ 12,484
MN	Benjamin L. Johnson	\$ 20,000
MN	Birdeen Thoreson	\$ 20,000
MN	Bohlsen Farms, Inc.	\$ 19,762
MN	Brad Lunz	\$ 20,000
MN	Brian Riewe	\$ 13,943
MN	Britt Wegner	\$ 19,982
MN	Buth Farms, Inc.	\$ 20,000
MN	Charles Grieger	\$ 14,675
MN	Christenson Farms Partnership	\$ 20,000
MN	Chris Giese	\$ 19,331
MN	Craig Staufacker	\$ 12,235
MN	Craig W. Deutz, Inc.	\$ 18,895
MN	Curtis Funk	\$ 12,396
MN	Dallas Dolan	\$ 18,404
MN	Daniel Henriksen	\$ 7,308
MN	Darrell Toutge	\$ 20,000
MN	Darrin Kompelien	\$ 20,000
MN	Darvin Schmidt	\$ 20,000
MN	David Leach	\$ 20,000
MN	David Schultz	\$ 14,921
MN	Douglas Bos	\$ 17,078
MN	Dunn Farms, Inc.	\$ 18,750
MN	Edward Freking	\$ 18,751
MN	Eugene Michelson	\$ 20,000
MN	Gary & Lynn Ristau Partnership	\$ 20,000
MN	Gary Correll	\$ 15,836
MN	Gary Giestfeld	\$ 20,000
MN	Gene Reiland	\$ 19,875
MN	Gerald Kelm	\$ 18,982
MN	Gerald Loonan	\$ 15,877
MN	Gregory Norby	\$ 20,000
MN	Hillside Farms, Inc.	\$ 15,625
MN	James Bagley	\$ 19,750
MN	James Larson	\$ 19,964
MN	Jeffrey A. Fowler	\$ 19,958
MN	Jerry Cronen	\$ 20,000
MN	Joe Dieters	\$ 19,010

State	Project	Grant Amount
MN	John Cordes	\$ 18,440
MN	K & L Pork, Inc.	\$ 12,062
MN	Keith Tieskotter	\$ 18,298
MN	Ken Kingston	\$ 12,322
MN	Kent and Steven Duxbury	\$ 19,997
MN	Kermit Carlson	\$ 6,549
MN	Larry Konsterlie	\$ 16,413
MN	Leaf River Ag Service	\$ 11,822
MN	Leonard Wagner	\$ 11,803
MN	Lynn Molden	\$ 20,000
MN	Lynn Olson	\$ 3,481
MN	Meyer Farms Partnership	\$ 16,195
MN	Michael Haubrich	\$ 17,890
MN	Morris Blom	\$ 20,000
MN	Nathan J. Krenik	\$ 20,000
MN	Nobles Cooperative Electric	\$ 9,895
MN	Norman W. and John G. Pioske	\$ 20,000
MN	Owen Lorenz	\$ 16,708
MN	Patrick Stenzel	\$ 16,142
MN	Paul Brinkman	\$ 20,000
MN	Paul Knutson	\$ 17,101
MN	Paul Rechtzigel	\$ 14,750
MN	Peter Fank	\$ 12,900
MN	Peter Fank	\$ 20,000
MN	Peter Hodnefield	\$ 19,835
MN	Prairie Beacon, Inc.	\$ 20,000
MN	Randall Nobles	\$ 12,491
MN	Richard Dickman	\$ 19,078
MN	Richard Nuytten	\$ 15,316
MN	Richard Pagel	\$ 9,725
MN	RM Rentals	\$ 20,000
MN	Robert Doyle	\$ 17,620
MN	Rocky's Plumbing, Inc.	\$ 20,000
MN	Rodney Elmstrand	\$ 19,450
MN	Rodney Theil	\$ 20,000
MN	Roger Blair	\$ 11,813
MN	Ron Greenslade	\$ 20,000
MN	Ron Obermoller	\$ 18,868
MN	Ronald Keller	\$ 19,450
MN	Ronald Manthey	\$ 19,320
MN	Ronald Wegner	\$ 20,000

State	Project	Grant Amount
MN	Roy Amberg	\$ 15,714
MN	Salic Brothers Partnership	\$ 20,000
MN	Scott Masching	\$ 20,000
MN	Steven Kraushaar	\$ 19,668
MN	Steven Walters	\$ 19,902
MN	Suds ur Duds	\$ 2,500
MN	Terwey Brothers	\$ 12,142
MN	Thomas and Susas Arnhalt Farms, Inc.	\$ 20,000
MN	Tim Carlblom	\$ 20,000
MN	Tim Schlenner	\$ 20,000
MN	Tom Johanneck	\$ 9,776
MN	Tom Krohn	\$ 7,732
MN	Tom Vronam	\$ 19,283
MN	Wabasso Grain and Feed Company	\$ 19,897
MN	Wayne McCuen	\$ 20,000
MN	Wayne Rasche	\$ 12,482
MN	Wayne Schilling	\$ 12,014
MN	William Neilson	\$ 17,781
MN	Willis Wubbens	\$ 19,950
NC	Billy Ray Adcock	\$ 5,514
NC	Dennis L. Austin	\$ 19,618
NC	Harris Farms Partnership	\$ 11,538
NC	J Bird Farms	\$ 6,417
NC	Perry B. Griffin	\$ 4,484
NC	Steven Billings Farm	\$ 15,004
ND	Daran Sagvold	\$ 17,455
ND	Kevin Matejcek	\$ 19,045
ND	Michael German	\$ 20,000
ND	Steven Heger	\$ 20,000
ND	Steven Strege	\$ 10,750
ND	Various Ventures, LP	\$ 10,821
NE	5 N Farms, Inc.	\$ 20,000
NE	Abels Farms, Inc.	\$ 5,023
NE	AK Acres, Inc	\$ 20,000
NE	Alan Bender	\$ 19,688
NE	Arend's Family Foods, Inc.	\$ 17,870
NE	Bob Knapp	\$ 17,480
NE	Bowman Farms, Inc.	\$ 3,985
NE	Brad Cummings	\$ 13,404
NE	Braun's IGA, Inc.	\$ 9,707
NE	Bullet, Inc.	\$ 7,945

State	Project	Grant Amount
NE	Cindy Klassen	\$ 20,000
NE	Claytop Farms, Inc.	\$ 4,745
NE	Clifford Burival, Jr.	\$ 4,540
NE	Condon Farms, Inc.	\$ 5,473
NE	Connie Lapaseotes, Ltd	\$ 20,000
NE	Crossroads Farms, Inc.	\$ 20,000
NE	Dan's Welding and Repair	\$ 8,116
NE	Darrel Focken	\$ 5,220
NE	Dave Friedrich	\$ 6,830
NE	David Anderbery	\$ 4,850
NE	Dean Preister, LLC	\$ 17,142
NE	Dinnel Green Valley Farms, Inc.	\$ 16,542
NE	Donald F. Seier	\$ 8,255
NE	DT Nielsen Family Farms, Inc.	\$ 2,822
NE	Duane Sukraw	\$ 9,871
NE	Duane White	\$ 3,513
NE	Eldon Taake	\$ 12,109
NE	Eugene Zuhlke	\$ 6,865
NE	Floyd Melcher	\$ 18,498
NE	Fred Thiele	\$ 3,533
NE	Gasper Enterprises, Inc.	\$ 7,222
NE	Gears-N-Steers, LLC	\$ 3,885
NE	Gene Heithoff	\$ 6,985
NE	Gilbert Koch	\$ 8,609
NE	Green Valley, Inc.	\$ 17,212
NE	Harold and Karen Janda	\$ 9,267
NE	Hoch, Inc.	\$ 13,080
NE	Huston Farms, Inc.	\$ 14,694
NE	Inventive Media, LLC	\$ 5,135
NE	Jacob Dancer	\$ 20,000
NE	Jamie Hadenfeldt	\$ 18,338
NE	JBR Enterprises, Inc.	\$ 3,645
NE	Jerome Kramer	\$ 4,911
NE	John J. Healy	\$ 3,899
NE	Johnston Farms, Inc.	\$ 4,045
NE	Joseph W. Schmit	\$ 2,720
NE	Justin Kuszak	\$ 15,005
NE	Kenneth Venteicher	\$ 13,650
NE	Kent Douglas Ritthaler	\$ 7,201
NE	Kracl Family Partnership	\$ 10,610
NE	Larry Love	\$ 7,300

State	Project	Grant Amount
NE	Lonny K. Young	\$ 13,950
NE	Lowell Duerksen	\$ 18,089
NE	Lyle Lingenfelter	\$ 4,487
NE	Mark Glaser	\$ 8,905
NE	Mark Lammers	\$ 4,203
NE	Mark Wegener	\$ 8,298
NE	Marvin Stech	\$ 4,455
NE	Max Schultz	\$ 7,554
NE	Mike Gutz	\$ 9,298
NE	Mike Wolf	\$ 10,380
NE	Mountain Vision Holdings, LLC	\$ 1,966
NE	Nelsen Furniture, Inc.	\$ 6,850
NE	Nick Klosen	\$ 4,403
NE	O'Brien & Sons	\$ 4,549
NE	Phil Merrill	\$ 4,561
NE	Prairie View Industries, Inc.	\$ 7,344
NE	Quantum Technologies, Inc	\$ 20,000
NE	RDK Investments, LLC	\$ 3,390
NE	Richard Ham	\$ 14,484
NE	Robert Ita	\$ 10,917
NE	Robert J. Heying, Jr.	\$ 5,064
NE	Robert Wegener	\$ 18,134
NE	Ryan Sukraw	\$ 19,328
NE	Schiff Partnership	\$ 18,299
NE	Stauffer Ag Enterprises, LLC	\$ 3,476
NE	Stephen Bejot	\$ 12,791
NE	Steven Burival	\$ 1,719
NE	Stratton Foods, Inc.	\$ 2,183
NE	Ted Krienke	\$ 10,946
NE	Terri Funk	\$ 8,565
NE	Thiele Dairy	\$ 15,504
NE	Thomas Mejstrick	\$ 9,505
NE	Tielke Enterprise, LLC	\$ 2,894
NE	Vahle Farms, Inc.	\$ 6,094
NE	Virgil Seda	\$ 8,267
NE	W & W Farms, Inc.	\$ 1,920
NE	Wagner Decorating and Hobby	\$ 2,231
NE	Wayne Rasmussen	\$ 12,101
NE	Wayne Rastede	\$ 14,168
NE	Wendell Tom Switzer, Jr.	\$ 18,528
NE	Wills Chiropractic Clinic, P.C.	\$ 16,736

State	Project	Grant Amount
NJ	Gayle Rowe	\$ 20,000
NJ	JBS Solar and Wind, LLC	\$ 6,250
OR	ABC Office Machine, LLC	\$ 4,462
OR	ABC Office Machine, LLC	\$ 16,350
OR	Bryan Webber Farms, Inc.	\$ 18,699
OR	Carlton Anderson	\$ 7,489
OR	Dynamic Partners, LLC	\$ 17,175
OR	FHLV, LLC	\$ 15,821
OR	Sly Farms	\$ 20,000
OR	Sonador, LLC	\$ 13,864
OR	Steven Heesacker	\$ 20,000
PA	Dennis A. Smale	\$ 5,920
PA	McNeal Farms	\$ 10,830
SD	Bruce Haase	\$ 19,923
SD	Craig Rau	\$ 17,340
SD	Doug Sorenson	\$ 20,000
SD	Gordie Hofer	\$ 19,980
SD	Jim Dick	\$ 17,954
SD	John Mousel	\$ 20,000
SD	Matthew Abraham	\$ 13,480
SD	Wayne Smith	\$ 9,739
TX	Invermex, LLC dba Crown Ridge Plaza	\$ 3,357
VT	Albert Patenaude	\$ 8,646
VT	Clifford Maynard dba Sterling Mountain Farms	\$ 13,562
VT	Dwayne Braman	\$ 10,868
VT	HRH Management, LLC	\$ 15,625
VT	O. Douglas Collins dba Stone Ridge Maples	\$ 8,626
VT	Paul Letourneau dba Paul's Sugarhouse	\$ 6,785
VT	Paul Stone	\$ 13,023
VT	Roy G. Davis	\$ 8,096
VT	Schoolhouse Maple #15, LLC	\$ 4,805
VT	William Heffernan	\$ 17,326
WI	Allen R. Hustad	\$ 4,488
WI	Andrew Sippl	\$ 16,706
WI	C and S Enterprises, Inc.	\$ 19,979
WI	David Pfaff	\$ 10,000
WI	James Bark	\$ 19,217
WI	Jerome E Kaszynski	\$ 9,693
WI	Joseph A. Komisar	\$ 16,780
WI	Lynn D. Utesch	\$ 16,351
WI	Mahlon Helms	\$ 3,800

State	Project	Grant Amount
WI	Mark Larson	\$ 9,750
WI	Mike Striegl Custom Cabinetry and Furniture, LLC	\$ 19,837
WI	Prairie View Farm, Inc.	\$ 20,000
WI	Richard Schneider	\$ 18,683
WI	Shambeau and Lyons	\$ 11,250
WI	Tarkowski Grain and Roasting, LLC	\$ 20,000
WI	Tommy J. Heath	\$ 19,183
WI	Tony G. Kohlmann	\$ 2,537
	TOTAL 621	\$ 9,423,997

November 24, 2010

SUBJECT: Procedures for Processing Freedom of Information Act Requests
Action Required by December 15, 2010

TO: State Directors

ATTN: Administrative Program Directors
Freedom of Information Act Coordinators

FROM: Clyde Thompson /s/ ***CLYDE THOMPSON***
Deputy Administrator
Operations and Management

The Rural Development Freedom of Information Act/Privacy Act (FOIA/PA) Unit continually strives to provide efficient, effective, and prompt support to all State Offices for the processing of FOIA requests. The FOIA Unit recently completed a Management Control Review (MCR). The MCR was conducted to evaluate the FOIA functions and activities at the State Offices and National Office. The MCR identified some findings which indicate that FOIA requests are not being processed or maintained in a consistent manner. The purpose of this memorandum is to provide the attached information about the procedures which are to be followed for the processing of FOIA requests. State Directors are required to sign the certification at the bottom of the attachment to certify that the procedures will be followed.

Please send a signed copy of the certification to the FOIA/PA Unit, USDA, 1400 Independence Avenue, SW, STOP 0706, Room 3028-S, Washington, DC 20250-0706, by close of business on **December 15, 2010**. You may also scan and e-mail the document to the FOIA mailbox at FOIA@wdc.usda.gov. The subject line of the e-mail should read "MCR Certification."

If you have any questions, please contact Maria Sanders, FOIA Specialist, at (202) 690-0524 or Sara Sullivan, FOIA Specialist, at (202) 692-0224.

Attachment

EXPIRATION DATE:
December 31, 2011

FILING INSTRUCTIONS:
Administrative/Other Programs

Sent by electronic mail at 3:30 pm on 12/2/10 by the Support Services Division.
State Directors should notify other personnel as appropriate.

In accordance with 7 CFR, Part 1, Subtitle A, "Official Records," the State Director shall certify that the following procedures will be followed for processing FOIA requests:

- The State Director has the authority to delegate signature authority for all FOIA requests. State Directors that wish to delegate their signature authority to another individual, i.e., FOIA Coordinator, shall send a copy of the delegation of authority to the Rural Development National Office FOIA Unit.
- The FOIA Coordinator shall assign an individualized tracking number for each FOIA request. The tracking number will be included on all correspondence with the requester.
- The FOIA Coordinator shall issue an acknowledgment letter to the FOIA requester via U. S. Mail or email, if it will take more than 10 working days to process the FOIA request, in accordance with the Open Government Act of 2007. The acknowledgement letter shall contain the FOIA tracking number assigned to the request. A copy of the acknowledgement letter shall be placed into the FOIA case file.
- Each FOIA case file shall be identified by the FOIA tracking number. **Do not place the FOIA requester's name on the file folder.** Placing the requester's name on the file is creating a Privacy Act file and would be a violation of the Privacy Act.
- At a minimum, each case file shall be contain:
 - Copy of FOIA request.
 - Copy of Acknowledgement Letter.
 - Copy of the Business Submitter Letter (if applicable).
 - Copy of the Business Submitters' reply letter (if applicable).
 - Copy of original responsive document(s).
 - Copy of the responsive document(s) highlighting the proposed redactions.
 - Copy of the redacted records with a notation next to **each** redaction which reflects the exemption that was applied.
 - Copy of the releasable responsive document(s).
 - Copy of the withheld document(s).
 - Copies of correspondence pertaining to the processing of the FOIA request (i.e., emails, notes to file, telephone messages, etc.)
 - Copy of the final response letter to the FOIA requester.
- The FOIA Coordinator shall notify the FOIA requester in writing of potential fees "before" a search for responsive documents is conducted; if the FOIA request does not include a promise to pay for the search fees, even if no responsive documents are found.
- The FOIA Coordinator shall notify the business submitter, in accordance with Executive Order 12600 and 7 CFR, Part 1, Subtitle A, Section 1.12, "Handling information from a private business," that Rural Development must afford the business submitter time in

which to object to the disclosure of any specified portion of their information submitted to the Agency, prior to the Agency releasing their documents.

- The FOIA Coordinator shall also notify the requester that the Agency must afford the business submitter time to respond to the potential release of their documents.
- When a response letter to a requester indicates that information is being released in full, the response letter **shall not** include appeal language.
- When a response letter to a requester indicates that information is being withheld, the response letter shall:
 - Cite the FOIA exemption being used.
 - Include a description of the exemption as it applies to the redacted material.
 - Include the total number of pages found to be responsive to the request; the number of pages being withheld in full or in part; and the number of pages being released in full or in part.
 - Provide appeal rights to the requester.
- When a response letter to a requester indicates that no documents were found to be responsive to their request, the response letter **shall** include appeal rights.
- The FOIA Coordinator shall review the information provided on the Internet Website links to the Department of Justice's FOIA website at www.justice.gov/oip and the Office of Management and Budget's PA web site at www.whitehouse.gov/omb for information and reference on a regular basis.
- The State Director will give consideration for the FOIA Coordinator to attend the training courses. The FOIA Coordinator may obtain information about the formal training courses that are available, which will provide special emphasis on procedural considerations, fees, and fee waivers. Course information can be obtained by accessing the USDA Graduate School Training Schedules at graduateschool.edu; the American Society for Access Professional at www.accesspro.org; and the Department of Justice Office of Legal Training also provides free FOIA training courses which can be found on their Website at www.justice.gov/usao/eousa/ole.

I certify that the above requirements are being completed.

Signature

Date

Printed Name

State Office

November 29, 2010

SUBJECT: Holiday Decorations and Building Permits

TO: National Office Officials
Washington DC, Only

FROM: Clyde Thompson (*Signed by Clyde Thompson*)
Deputy Administrator
Operations and Management

As the holidays are quickly approaching, Departmental Management would like us to remind all Rural Development Headquarters employees of a few requirements for holiday decorations around the USDA Headquarters Complex:

- All displays and events that effect common hallways and stairwells must have an approved building permit (door decorations are exempt). To request a building permit for holiday decorations, please contact either Ruth Wicker-Lee on (202) 720-0602 or via email at ruth.lee@wdc.usda.gov or James Shavers on (202) 692-0018 or via email at james.shavers@wdc.usda.gov;
- Please help conserve resources by using only light-emitting diode (LED) lights;
- Decorations or displays must not hang below 7 feet so as to allow safe passage of employees;
- Keep electrical cords out of traffic paths, and keep the use of extension cords to a minimum;
- Unplug/turn off all lights at the end of the business day; and
- The use of burning candles and any open flames is prohibited.

EXPIRATION DATE:
December 31, 2010

FILING INSTRUCTIONS:
Administrative/Other Programs

In the spirit of the holiday season, Departmental Management is hosting an eco-friendly holiday display competition. Displays will be judged on environmentally conscious creativity. Displays using no electricity will be given more merit. Judging will take place December 15 and winners will be announced December 17 and displayed on their Web site: www.greening.usda.gov.

I would like to thank you in advance for your help in making sure that holiday decorations are handled in an appropriate manner. If you have any questions regarding this requirement, you may contact either Ms. Lee or Mr. Shavers as listed above.

Sent by electronic mail on 11/30/10 at 9:00 am by the Support Services Division. National Office Officials should advise other personnel as appropriate.

November 29, 2010

TO: State Directors
Rural Development

ATTN: Program Directors
Single Family Housing

FROM: Chad Parker (*Signed by Chad Parker*)
Acting Deputy Administrator
Single Family Housing

SUBJECT: Processing Section 502 Direct Loans Submitted Through
USDA's eForms Site.

This Unnumbered Letter (UL) provides guidance to the field regarding processing 502 Direct loan applications submitted through the U.S. Department of Agriculture (USDA) e-forms site. Individuals interested in applying for a Section 502 Direct loan may now complete *Form RD 410-4, Uniform Residential Loan Application*, through the website and submit the electronic application directly to the selected Field Office. Timely processing of electronic applications ensures that applicants are selected for processing according to program rules and it reduces the risk of non-compliance with other Federal regulations affecting mortgage transactions.

Understanding How it Works

eForms is a web application that allows users to search for and fill out electronic versions of public forms used to request service from some USDA Agencies. An individual may complete an electronic form and submit to their local field office by fax, mail, or electronically. Applicants interested in submitting Agency forms through the eForms site must obtain an USDA eAuthentication ID and Password with Level 2 Access to complete the electronic submission. Field Staff personnel must also have an eAuthentication account to access forms submitted through the website.

EXPIRATION DATE:
November 30, 2011

FILING INSTRUCTIONS:
Housing Programs

Section 502 Direct loan applicants, or interested third parties, may complete Form RD 410-4, through the Department's eForms site and select the Field Office serving the area where the home to be financed is located. Staff from the selected Field Office will be notified when an electronic application has been submitted to them for processing. The Loan Originator will then review the application on the eForms site and "accept" it when complete. Once Form RD 410-4 has been "accepted" at the eForms site it will be sent to UniFi for processing.

Processing 502-Direct Loan Applications Submitted Through the eForms Site

When staff from the selected Field Office receives notification that an electronic application has been submitted to them for processing, the Loan Originator must confirm that, based on the location of the property to be financed, the application was submitted to the appropriate field office. If the potential applicant submits the application to an incorrect field office, the receiving office must re-direct the application to the corresponding office via the eForms site. The redirected field office will be responsible for processing the application and is the one which will be used in UniFi.

Loan applications submitted electronically must be reviewed for completeness within three (3) business days of notification from the eForms site. An application will be considered complete for processing when all the information specified in the online instructions for completing Form RD 410-4 is provided. A copy of these instructions has been posted on the following SharePoint site:

Single Family Housing > Single Family Housing Information > Direct Program Information > eForms

If the application is not complete, the Loan Originator may electronically return Form RD 410-4 back to the applicant detailing the information needed to complete the application. The Loan Originator may opt to contact the applicant by telephone to obtain any missing information and update the application to reflect the information provided by the applicant.

Once a loan application is deemed to be complete, the Loan Originator must "accept" the application. An automated process will transfer the accepted applications from the eForms site into UniFi; however, data will not be automatically populated from the electronic version of Form RD 410-4 to the corresponding data field in UniFi. The Loan Originator must parse address lines for each address on the application before it is completely imported into UniFi. Specific instructions on parsing address lines can be found in the EForms/UniFi Interface-Field Office Instructions posted on the aforementioned SharePoint site.

When a Field Office staff member logs on to UniFi, a window listing all the applications accepted for that Field Office will be displayed on the screen. The Loan Originator may either proceed to parse the loan at that time or choose "Cancel" to parse it later; the loan will be held in a special queue and can be accessed at a later time. Although, the Loan Originator has the option

to postpone the parsing process, the application must be reviewed in a timely manner, but no later than 30 days, to make a preliminary determination of eligibility as outlined in HB-1-3550, Chapter 3, Section 3.10, Preliminary Determination of Eligibility. If the eligibility requirements appear to be met, the Loan Originator should continue processing the application, as described in Section 4 of the same Chapter.

Multiple Field Offices Receiving Notification for the Same Loan Application

When an application is submitted through the eForms site, the system matches the Field Office selected by the applicant with the Field Office information in the employee's eAuthentication account. There may be instances where the notification for one application is sent to Field Staff located in different offices. This might be partially due to incorrect Field Office number in the employee's eAuthentication account. Field Staff receiving notifications from the eForms site must validate the Field Office number selected by the applicant to ensure that the application is reviewed and processed by a staff member in intended Field Office.

Ensuring Compliance with RESPA

Applications submitted through the eForms site are also subject to compliance with the Real Estate Settlement Procedures Act (RESPA). As a reminder, the Good Faith Estimate (GFE), along with *Form RD 1940-41, Truth in Lending Statement*, and "*Shopping for Your Home Loan- HUD's Settlement Cost Booklet*," must be issued within three businesses of reviewing an application that includes the following information: (1) the applicant's name, (2) the applicant's monthly income, (3) the applicant's social security number to obtain a credit report, (4) the property address, (5) an estimate of the value of the property, and (6) the mortgage loan amount sought. If the application includes these six items, the Loan Originators must issue the initial disclosures to the applicant, even though the application might not be deemed as complete for processing purposes.

Technical questions regarding the eForms site may be directed to the Field Assistance Desk at (314) 457-5200. Questions about this memo may be directed to Migdaliz Bernier of the Single Family Housing Direct Loan Division at (202) 690-3833 or migdaliz.bernier@wdc.usda.gov.